



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

Jeanice M. Salter, Treasurer  
Pattah for Congress  
6020 Lansdowne Avenue  
Philadelphia, PA 19151

JUN 4 1996

Identification Number: C00254441

Reference: 12 Day Pre-Primary Report (1/1/96-4/3/96)

Dear Ms. Salter:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please provide a Schedule B to support the amount reported on Line 19(b), Column A, of the Detailed Summary Page. Each loan payment made by the committee must be itemized on a supporting Schedule B, regardless of the amount of the payment. (11 CFR §104.3(b)(4)(iii) and (iv))

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than \$200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation. The committee must request the contributor information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An

*Celebrating the Commission's 20th Anniversary*

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